



Special Warfare Boat Operator (SB)

March 2022





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

SWCC CREED



In our nation's time of need, an elite group of maritime warriors stands ready off distant shores and on shallow rivers. Defending freedom, they serve with honor and distinction.

I am proud to be one of these Sailors.

I am a Special Warfare Combatant-Craft Crewman: a quiet professional; tried, tested and dedicated to achieving excellence in maritime special operations.

I am a disciplined, confident and highly motivated warrior.

My honor and integrity are beyond reproach, my commitment unquestioned and my word trusted. The American people depend on me to carry out my mission in a professional manner.

I maintain my craft, equipment and myself at the highest level of combat readiness. I set the standard and lead by example. I am responsible for my actions and accountable to my teammates. I challenge them to perform, as I expect them to challenge me.

I am ready for war. I will close and engage the enemy with the full combat power of my craft. My actions will be decisive yet measured. I will always complete the mission.

I will never quit and I will leave no one behind.

My heritage comes from the Sailors who operated the PT boats of World War II and combatant craft of Vietnam. The legacy of these warriors guides my actions. I will always remember the courage, perseverance and sacrifices made to guarantee our nation's freedom.

I uphold the honor of those who have fought before me
and will do nothing to disgrace my proud heritage.

On Time, On Target, Never Quit!

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Special Warfare Boat Operator community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Special Warfare Boat Operator?

Special Warfare Boat Operator roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Special Warfare Boat Operator roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, SB A-School Training at Naval Special Warfare Center, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



SB CAREER PATH



Special Warfare Boat Operators (SB). SBs support and perform maritime special operations in open ocean, littoral and riverine environments. SBs are experts in special operations tactics, small unit leadership, detailed mission planning, cultural awareness, advanced weapons tactics, depot level maintenance, tactical communications, advanced craft operations and preventive and corrective maintenance, long-range, over the horizon and riverine navigation, tactical combat medicine and intelligence operations. Every member of a Special Boat Team receives in-depth cross training to enable them to perform in other positions aboard special operations combatant-craft. The SB rating is Sea-duty intensive.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
29-30	FORCM CMDCM SBCM	26 Yrs 22 20.1	CMC	36	8 th Operational or 6 th Non-Operational Tour. Billet: CMC, LCPO, Staff duty. Duty: Team, TACD&E Squadron, CNSWC, CENSEALSWCC, NSWCEN, NSWDG, NSW Groups, NSW Unit/Det, TSOC.
27-28	FORCM CMDCM SBCM	26 Yrs 22 20.1	CMC	48	7 th Operational or 5 th Non-Operational Tour. Billet: CMC, LCPO, Staff duty. Duty: Team, TACD&E Squadron, CNSWC, CENSEALSWCC, NSWCEN, NSWDG, NSW Groups, NSW Unit/Det, TSOC.
24-26	SBCM SBCS	20.1 Yrs 16.9	CMC	36	6 th Operational or 4 th Non-Operational Tour. Billet: CMC, OPS LCPO, Staff duty. Duty: Team, TACD&E Squadron, CNSWC, CENSEALSWCC, NSWCEN, NSWDG, NSW Groups, NSW Unit/Det, TSOC.
21-23	SBCM SBCS SBC	20.1 Yrs 16.9 11.6	CMC	48	5 th Operational or 3 rd Non-Operational Tour. Billet: CMC, OPS LCPO, Staff duty. Duty: Team, TACD&E Squadron, CENSEALSWCC, NSWCEN, NSWDG, NSWCEN, NSW Groups, NSW Unit/Det, TSOC.
18-20	SBCM SBCS SBC	20.1 Yrs 16.9 11.6	CWO, CMC	36	4 th Operational or 2 nd Non-Operational Tour. Billet: TRP LCPO, TRNG LCPO, OPS LCPO, MOB TRP LCPO, S&T LCPO, Staff duty. Duty: Team, TACD&E Squadron, NSWCEN, CENSEALSWCC, NSW Groups, NSWDG, NSW Unit/Det, TSOC.
14-17	SBCS SBC SB1	16.9 Yrs 11.6 6.7	CWO	60	3 rd Operational Tour. Billet: Team LCPO, MOB Team LCPO. Duty: Team, TACD&E Squadron, NSWDG.
11-13	SBC SB1	11.6 Yrs 6.7	CWO	36	1 st Non-Operational Tour. Billet: Instructor, Staff duty, MOB S&T LPO Duty: CENSEALSWCC, NSWCEN, NSWDG, NSW Groups, Training Command, NSW Unit/Det.
2-10	SB1 SB2 SB3	6.7 Yrs 2.5 1.4	STA-21, MECP, OCS, Naval Academy, NROTC, SRT, NSWDG	60	1 st - 2 nd Operational Tour. Billet: Operator, Boat Crew Leader, Team LPO, TRNG LPO, TRP LPO, SQDN LPO, MOB S&T LPO. Duty: Team, TACD&E Squadron, NSWDG.



SB CAREER PATH



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
0-1+	SB3 SBSN SBSA Accession Training	1.4 Yrs	Special Operations Tactical Medic (NEC O91A)		Recruit Training and all initial skills training events required to be completed prior to reporting to their first operational command.

Notes:

- In 2020, Naval Special Warfare (NSW) established Career Leadership Milestone tracking Navy Enlisted Classifications (NECs) to denote completion of milestone tours within specific NSW commands. These NECs are awarded only after the successful completion of the leadership milestone tours listed in para 6. The below tables list the applicable SB Career Leadership Milestone NECs within these specific commands:

Special Boat Team (SBT)/Training Command		NSW Development Group (NSWDG)		Special Reconnaissance Team (SRT)	
NEC	Milestone	NEC	Milestone	NEC	Milestone
O52A	SWCC Operator	O29A	D&E Operator	-	-
O52L	DET LPO	O29L	MOB LPO	O22L	PLT LPO
O52C	DET LCPO	O29C	MOB TM LCPO	-	-
O52T	Troop LCPO	O29T	MOB TRP/S&T LCPO	-	-

- Effective January 1, 2022, the completion of the respective NSW Leadership Milestone Courses as listed in paragraphs 2, 3, and 4 (NSW/NSWDG LPO Course; NSW Platoon Leaders/NSWDG Team Leader Course; and NSW/NSWDG Troop LCPO Course) will be required for a member to be considered “best and fully qualified” for the next paygrade. Members who completed their Leadership Milestone position tour prior to January 1, 2022 are eligible for the coinciding NEC without having completed the corresponding leadership course.
 - Blk 29 (Team LPO and Team LCPO): Team LPO and Team LCPO are legacy leadership terms used between 16 NOV 2016 to 15 NOV 2020 and considered MILESTONE COMPLETE to determine “best and fully qualified.”
 - A Memorandum for the Record (MFR) on command letterhead, signed by the CO to the service member, validates LPO/LCPO milestone completion during a time frame that is not annotated in a regular report. Selection Board eligible members can include a copy of the MFR in their Letter to the Board package.
- In addition to the above career path, an SB is advanced due to his proven leadership, performance, and required qualifications commensurate with pay grade.**
 - Considerations for determining “best qualified” for advancement from E6 to E7**
 - MUST** hold the respective “L” (LPO) Leadership Milestone NEC (O52L, O29L, or O22L).
 - MUST** be a qualified SWCC SENIOR.
 - MUST** have completed a leadership milestone position as outlined in para (6a).
 - MUST** complete the NSW LPO Course or NSWDG LPO Course.
 - SHOULD** complete the Career Education Program (CEP 1) Joint Fundamentals.



SB CAREER PATH



- **SHOULD** complete a diversity tour external to a Special Boat Team as outlined in para 5.
3. **Considerations for determining “*best qualified*” for advancement from E7 to E8**
- **MUST** hold the respective “C” (DET or MOB Team LCPO) Leadership Milestone NEC (O52C or O29C).
 - **MUST** be a qualified SWCC MASTER.
 - **MUST** have completed an operational leadership milestone position as listed para (6b).
 - **MUST** complete the NSW Platoon Leaders Course or NSWDG Team Leader Course.
 - **SHOULD** complete the Career Education Program (CEP 2) Enterprise Management.
 - **SHOULD** complete a diversity tour as outlined in para 5.
4. **Considerations for determining “*best qualified*” for advancement from E8 to E9**
- **MUST** hold the respective “T” (SBT Troop, MOB TRP or S&T LCPO) Leadership Milestone NEC (O52T or O29T).
 - **MUST** be a qualified SWCC MASTER.
 - **MUST** have completed a leadership milestone position as listed in para (6c).
 - **MUST** complete the NSW Troop Leaders Course or NSWDG Troop LCPO Course.
 - **SHOULD** complete Career Education Program (CEP 3) Joint Special Operations Forces Senior Enlisted Academy (JSOFSEA) or the Navy Senior Enlisted Academy.
 - **SHOULD** complete an Operations (OPS) or Training (TRNG) LCPO and diversity tour external to a Special Boat Team as a SCPO.
5. Assignments outside of a Special Boat Team or Naval Special Warfare Development Group are considered diversity and are enhancing for an individual’s career. These diversity tours do not replace the required career milestone for each pay grade. Examples include, but are not limited to, USSOCOM, Theaters Special Operations Command (TSOC), NSW Unit/Detachment (Det), Naval Special Warfare Command (CNSWC), CENSEALSWCC, Recruit Training Command Great Lakes, Navy Personnel Command Bureau of Personnel, Navy Senior Enlisted Academy, or any NSW Group.



SB CAREER PATH



6. SWCC Milestone Leadership Positions:

a. E6 Milestone Positions

Command

Special Boat Team

NSWDG

Special Reconnaissance Team

Basic Training Command

Det Stennis

NAVSCIATTS

Block 29 Short Title

DET LPO

TRNG LPO (successfully complete at least 24 months in LPO position)

MOB TRP LPO

MOB SQDN LPO

MOB S&T LPO

PLT LPO

BCS LPO (successfully complete at least 24 months in LPO position)

BCT LPO (successfully complete at least 24 months in LPO position)

CQT LPO (successfully complete at least 24 months in LPO position)

NSWO LPO (successfully complete at least 24 months in LPO position)

TRNG LPO (successfully complete at least 24 months in LPO position)

TRNG LPO (successfully complete at least 24 months in LPO position)

b. E7 Milestone Positions

Command

Special Boat Team

NSWDG

Block 29 Short Title

DET LCPO

MOB TEAM LCPO

c. E8 Milestone Positions

Command

Special Boat Team

NSWDG

Block 29 Short Title

TRP LCPO

TRNG LCPO (Post Troop LCPO)

OPS LCPO (Post Troop LCPO)

MOB TRP LCPO

MOB S&T LCPO



SB CAREER PATH SELECTED RESERVE (SELRES)

Reserve Special Warfare Boat Operators (SB) provide support to Naval Special Warfare (NSW) Active Duty Commands and Special Operations initiatives in support of ongoing planned and emergent NSW Global Force Management requirements that include Operational Planning, organic and joint national exercises and DEPORD taskings. Reserve SBs support and perform maritime special operations in open ocean, littoral and riverine environments in support of active duty components and mission requirements. They are experts in special operations tactics, small unit leadership, detailed mission planning, cultural awareness, advanced weapons tactics, preventative and corrective craft maintenance, tactical communications, long-range, over the horizon and riverine navigation, tactical combat medicine and intelligence operations. Every member of a Special Boat Team receives in-depth cross training to enable them to perform in multiple positions aboard special operations combatant-craft.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
28-30	SBCM	19.8 Yrs	CSEL	N/A	6 th Non Operational or 8 th Operational Tour (Mobilization) Billet: CSEL, LCPO, Staff duty. Duty: Team, Unit, Group, Department, TSOC
26-28	SBCM	19.8 Yrs	CSEL	N/A	5 th Non Operational or 7 th Operational Tour (Mobilization) Billet: CSEL, LCPO, Staff duty. Duty: Team, Unit, Group, Department, TSOC
23-26	SBCM SBCS	19.8 Yrs 15.1	CSEL	N/A	4 th Non Operational or 6 th Operational Tour (Mobilization) Billet: CSEL, LCPO, Staff duty. Duty: Team, Squadron, CNSWC, NSWCCN, NSW Groups, NSW Units, TSOC Qualification: SWCC Senior, Master
20-23	SBCM SBCS SBC	19.8 Yrs 15.1 12.2	CWO, CSEL	N/A	3 rd Non Operational or 5 th Operational Tour (Mobilization) Billet: Team/DET CPO, Staff duty, LNO. Duty: Team, Unit, Group, Department, TSOC Qualification: SWCC Senior, Master
17-20	SBCM SBCS SBC	19.8 Yrs 15.1 12.2	CWO, CSEL	N/A	2 nd Non Operational or 4 th Operational Tour (Mobilization) Billet: Team/DET CPO, Staff duty, LNO. Duty: Team, Unit, Group, Department, TSOC Qualification: SWCC Basic, Senior, Master
14-17	SBCS SBC SB1	15.1 Yrs 12.2 7.4	CWO	N/A	3 rd Operational Tour (Mobilization) Billet: LPO/LCPO, MLE Team Leader, Duty: Team, Unit, Group, Department, TSOC Qualification: SWCC Basic, Senior, Master
10-13	SBC SB1	12.2 Yrs 7.4	CWO	N/A	1 st Non Operational Tour (Mobilization) Billet: Instructor, Staff duty. Duty: NSWDC, NSWCCN, NSW Groups, NSW Units. NECC Qualification: MTS



SB CAREER PATH SELECTED RESERVE (SELRES)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1-10	SB1 SB2 SB3	7.4 Yrs 2.8 1.3	STA-21, MECP, OCS, Naval Academy, NROTC OCS, MECP, SOCM, SOT-M	N/A	1 st 2 nd Operational Tour Billet: SWCC, Boat Crew Leader, Troop Lead Navigator Duty: Team, Squadron., MLE Member Qualification: Chief Engineer, SWCC Senior, SWCC Basic.
0-1+	SB3 SBSN SBSA Accession Training	1 Yr		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" school is required.
2. This is not a compression rating.
3. Rating NECs O52A - Special Warfare Combatant-craft Crewman (SWCC)
 O91A - Naval Special Warfare (NSW) Special Operations Tactical Medic (SO-TM)
4. In addition to the above career path, an SB is advanced due to his proven operational leadership, performance and qualifications commensurate with pay grade and/or Naval Special Warfare community requirements
5. An operational tour, or mobilization is defined as minimum of 120 days and maximum of 365 days. If still on Active Duty, the operational tour defaults to a standard pre-deployment work-up phase and deployment. As a SELRES, these roles must be in direct support of Naval Special Warfare and/or US Special Operations Command staffing, strategic or operational requirements.
6. A non-operational tour is defined as maintaining a leadership role in direct support of Naval Special Warfare Reserve organization and support (Detachment LCPO, Troop LCPO, etc.). These roles do not include NOSC support roles.

Considerations for advancement from E6 to E7

- a. Prior to selection to E7 a candidate should have completed three operational tours or mobilizations, two of which should be leadership tours as a Boat Crew Leader and/or DET LPO. Preferably, the candidate will hold the Boat Captain qualification (SWCC Senior).
- b. Candidates should have completed LPO COI.
- c. The following are leadership positions and should appear in evaluation block 29. They can also be used in block 40/41 for future career milestone recommendations. Primary Duties other than those listed below are considered diversifying and enhancing for an individual's career, provided that the leadership roles are in direct support of NSW or SOCOM global mission requirements. For positions other than those listed below, verify with Board Rating SME for past leadership position nomenclature.
 - a. DET LPO
 - b. TROOP LPO



SB CAREER PATH SELECTED RESERVE (SELRES)

- c. BOAT CREW LDR: Combatant Craft Boat Crew Leader
- d. Operations LPO
- e. OIC/AOIC, Maritime Support Vessel (MSV)
- f. SR TRP LPO: Special Reconnaissance Troop LPO

Considerations for advancement from E7 to E8

- a. Prior to selection to E8, a candidate should have completed an operational leadership tour or mobilization as a DET LCPO, DET CDR, or leadership role in direct support of NSW or SOCOM global mission requirements. Preferably, the candidate will hold the Boat Captain qualification (SWCC Senior) or Patrol Officer qualification (SWCC Master); or the candidate will hold qualifications and demonstrated leadership experience in line with a specific role supporting global mission requirements.
- b. Candidates should have completed the following: NSW PLT Leaders COI.
- c. The following are leadership positions and should appear in evaluation block 29. They can also be used in block 40/41 for future career milestone recommendations. Primary Duties other than those listed below are considered diversifying and enhancing for an individual's career, provided that the leadership roles are in direct support of NSW or SOCOM global mission requirements. For positions other than those listed below, verify with Board Rating SME for past leadership position nomenclature.
 - a. DET LCPO
 - b. DET CDR
 - c. Operations LCPO
 - d. OIC/AOIC, Maritime Support Vessel (MSV)

Considerations for advancement from E8 to E9

- a. Prior to selection to E9, a candidate should have completed an operational leadership tour or mobilization as a TROOP LCPO, DET CDR, OPS LCPO, TRNG LCPO or significant leadership role in direct support of NSW or SOCOM global mission requirements. Preferably, the candidate will hold the Boat Captain qualification (SWCC Senior) or Patrol Officer qualification (SWCC Master); or the candidate will hold qualifications and demonstrated leadership experience in line with a specific role supporting global mission requirements.
- b. Candidates should have completed the following JPME/PME: JSOFSEA, or Navy SEA.
- c. The following are leadership positions and should appear in evaluation block 29. They can also be used in block 40/41 for future career milestone recommendations. Primary Duties other than those listed below are considered diversifying and enhancing for an individual's career, provided that the leadership roles are in direct support of NSW or SOCOM global mission requirements. For positions other than those listed below, verify with Board Rating SME for past leadership position nomenclature.
 - a. TROOP LCPO
 - b. DET LCPO
 - c. NSW Team, Unit, Group, TSOC staff LCPO (ex. OPS/TRNG)
 - d. Task Force LNO

Operational/Non-Operational Tours, NSW and SOCOM mission requirements



SB CAREER PATH SELECTED RESERVE (SELRES)

1. Tours, assignments, and programs listed below are critical to the overall mission of Naval Special Warfare and/or the global mission requirement of the US Special Operations Command. Although career diversifying and enhancing to an individual's career, these leadership roles are not disqualifiers from consideration for advancement. Based on US Special Operations needs and requirements, these tours may replace the required operational career milestone for each pay grade. Verify leadership position and scope of impact with Board Rating SME.
 - a. Operational Tour
 - i. MLE TM LDR: PRI: Military Liaison Element Team Leader
MLE TM MBR: PRI: Military Liaison Element Team Member
SOFLE TM LDR: PRI: SOF Liaison Element Team Leader
SOFLE TM MBR: PRI: SOF Liaison Element Team Member
PRDO: Personnel Resources' Development Office
 - b. Training Tour
 - i. NSWBTC: Basic Training Command LPO/LCPO
NSWATC: Advanced Training Command LPO/LCPO
TRADET: Groups 1 / 2
NSW Groups 4 / 10 / DET Stennis
NSW Special Reconnaissance Teams 1 / 2
Special Boat Teams 12 / 20 / 22
NSW Development Group
CENSEALSWCC
Training LCPO
Phase LPO/LCPO – Orientation/BCT/CQT
NAVSCIATTS Master Training Specialist (MST)
 - c. Staff Tour
 - i. NSWBTC: Basic Training Command
NSWATC: Advanced Training Command
COMNAVSPECWARCOM
COMNAVSPECWARGRU 1 / 2 / 3 / 4 / 10 / 11
NSW Development Group
NSW Units 1 / 2 / 3 / 4 / 10
TSOC: Theater Special Operations Command
NAVSCIATTS
USSOCOM
CNRC/NSW Motivator
2. Advanced Education: NSW Reserve personnel are strongly encouraged to pursue goals in higher education. NSW Reserve personnel may also apply to advanced education programs (e.g. Naval Postgraduate School, Joint Special Operations University Senior Enlisted Academy, etc.), after the completion of one operational leadership tour and providing that they meet eligibility requirements as prescribed in applicable instructions and messages. For key leadership roles that impact US Special Operations or global strategy, strong value is placed upon an NSW Reserve member's level of education and civilian work capacity.



Special Warfare Boat Operator Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44074

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AIR INSERTION AND EXTRACTION OPERATIONS

Task Objective	** Supv Init	Date
Conduct cargo and equipment insertion operations		
Conduct cast operations		
Conduct fast rope operations		
Conduct rappelling operations		
Conduct Special Purpose Insertion Extraction (SPIE) operations		
Employ Maritime External Air Transportation System (MEATS)/ External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)		
Insert via free-fall parachute operations		
Insert via static-line parachute operations		
Pack parachutes		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

Task Objective	** Supv Init	Date
Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries		
Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment		
Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

CLASSIFIED MATERIAL CONTROL

Task Objective	** Supv Init	Date
Control restricted area access		
Destroy classified materials		
Inventory classified materials		
Store classified materials		
Transfer classified materials		
Transfer physical Communication Security (COMSEC) material from the Electronic Key Management Systems (EKMS)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

ENGINEERING EVOLUTIONS

Task Objective	** Supv Init	Date
Maintain combatant craft trailers		
Maintain combatant/Nonstandard Maritime (NSM) crafts		
Maintain engineering systems		
Maintain outboard motors		
Refuel Naval Special Warfare (NSW) platforms		
Respond to combatant/Nonstandard Maritime (NSM) craft casualties (e.g. fire, flooding, loss of steering, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

INTELLIGENCE OPERATIONS

Task Objective	** Supv Init	Date
Collect intelligence information		
Control detained individuals		
Maintain tactical intelligence equipment		
Observe contacts (e.g. surface, subsurface, air, etc.)		
Report contacts (e.g. surface, sub surface, air, etc.)		
Report intelligence information		
Verify theatre Order of Battle (OOB)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

LAND OPERATIONS

Task Objective	** Supv Init	Date
Conduct land navigations		
Employ basic ground skills techniques		
Employ Survival, Evasion, Resistance, and Escape (SERE) techniques		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

Task Objective	** Supv Init	Date
Conduct armed convoys		
Conduct ground mobility		
Disembark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)		
Embark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)		
Launch combatant/Nonstandard Maritime (NSM) crafts		
Prepare combatant craft onloads/offloads for aircraft transport		
Transport personnel/equipment		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

Task Objective	** Supv Init	Date
Combat enemy forces		
Conduct Naval Special Warfare (NSW) logistic operations		
Conduct operational briefs (e.g. navigational, medical, communications, etc.)		
Develop mission planning briefs		
Employ camouflage, cover, and concealment procedures		
Employ combative techniques		
Employ personal operational equipment		
Maintain personal equipment		
Verify Rules of Engagement (ROE)/Laws of Armed Conflict (LOAC)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVIGATION OPERATIONS

Task Objective	** Supv Init	Date
Calculate latitude and longitude from plotted position		
Calculate relative bearing		
Calculate set and drift		
Compute combatant/Nonstandard Maritime (NSM) crafts position using electronic navigation equipment		
Correct nautical charts		
Maintain chart maintenance inventories		
Plot dead reckoning tracks		
Plot tracks on charts		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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ORDNANCE/DEMOLITION OPERATIONS

Task Objective	** Supv Init	Date
Conduct weapons qualifications (i.e. small arms, crew served, Precision Guided Munition (PGM), etc.)		
Deploy pyrotechnics/signaling devices		
Employ weapons systems and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)		
Inventory weapons and ancillary equipment (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)		
Maintain fields of fire		
Maintain weapon mounts		
Maintain weapons and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SMALL BOAT OPERATIONS

Task Objective	** Supv Init	Date
Anchor combatant/Nonstandard Maritime (NSM) crafts		
Coxswain small boats		
Employ combatant craft/Nonstandard Maritime (NSM) safety equipment		
Employ small boat support equipment		
Maintain small boat support equipment		
Recover combatant/Nonstandard Maritime (NSM) crafts		
Recover man overboard		
Tow combatant/Nonstandard Maritime (NSM) crafts		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

TACTICAL COMMUNICATIONS

Task Objective	** Supv Init	Date
Conduct communications equipment security evolutions		
Establish communications		
Maintain communications equipment		
Perform Naval Special Warfare (NSW) non-verbal communication		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

TACTICAL MEDICINE

Task Objective	** Supv Init	Date
Employ first aid kits and equipment		
Maintain first aid kits and equipment		
Perform Tactical Combat Casualty Care (TCCC)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Special Warfare Boat Operator Petty Officer Third Class (Apprentice/Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Special Warfare Preparatory Course	Recruit Training Command, Great Lakes, IL	K-431-0350	8 weeks	
Special Warfare Combatant Craft Crewman Orientation ¹	Coronado, CA	K-060-0010	3 weeks	
Basic Crewman Selection (BCS) ¹	Coronado, CA	K060-0030	7 weeks	
NSW Basic Crewman Training (BCT) ¹	Coronado, CA	K-062-0024	7 weeks	
NSW Crewman Qualification Training (CQT) ^{1 2}	Coronado, CA	K-060-0032	17 weeks	
(Course below is integrated into 17 week CQT COI)				
NSW SERE	Coronado, CA	K-431-0400	3 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - The SB rating and warfare device is assigned at the completion of Crewman Qualification Training, K-060-0032. SB's must complete all the above training in order to be awarded PNEC O52A, the SWCC enlisted warfare qualification, and assignment to a Special Boat Team.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Navy Parachute Line Static Course ^{1 3}	San Diego, CA	A-431-0135	1 week	
Naval Special Warfare (NSW) Special Operations Tactical Medic (SOTM) (O92A) ^{1 3}	Stennis MS	K-431-7001	22 weeks	
NSW Communications Course ^{1 3}	Coronado, CA Little Creek, VA	K-431-0141	6 weeks	
NSW Photographic Image Capture (PIC) ^{1 3}	Coronado, CA Little Creek, VA	K-431-0140	2 weeks	
NSW Small Arms Organizational Level Maintenance Technician (NSW Armorer) (787A) ^{1 3}	NWS, Crane, IN	S-041-0002	5 weeks	
Navy Parachute Free Fall Course ^{1 3}	San Diego, CA	A-431-0136	4 weeks	
High Altitude Parachutist Physiology (HAPPS) ^{1 3}	Little Creek, VA Coronado, CA	B-322-0048	1 day	
Outboard Engine Mechanic (746B) ^{1 3}	Coronado, CA	K-652-0237	2 weeks	
American Sailing Association ^{1 3}	Various	ASA 101-103	1-2 weeks	
Chapman Powerboat Certification ^{1 3}	Various	CPC 200	2 days	
Explosive Demo Driver Course ¹	As assigned	As assigned	1 week	
Basic Combatives ²		K-431-0097.2		
Raider Outboard Motor ¹	Titusville, FL		1 week	
Innovation Marine ¹	Various		2 weeks	
MTU CE2/CM2 ¹	Canton, MI		2 weeks	
CC-FLIR ¹	Various		1 week	
Vector Control System ¹	Various		1 week	
Ship Surface Navigation (SSN-8) ¹	Varios		1 week	
Signature 101 ¹	Coronado, CA		1 day	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

3 - A variety of NSW, Joint, other service, and civilian courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance, Engineering, Navigation, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
O92A - Naval Special Warfare (NSW) Special Operations Tactical Medic (SOTM) ¹	Stennis MS	K-431-7001	22 weeks	
772A - Senior Naval Parachutist ¹	See NAVPERS			
773A - Naval Special Operations Parachute Rigger ¹	Fort Lee, VA	K-860-0010	4 weeks	
9613 - NSW Tactical Communicator ¹	Various	JQR		
787A - NSW Small Arms Organizational Level Maintenance Technician (NSW Armorer) ¹	NWS, Crane, IN	S-041-0002	5 weeks	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SB3 is at the entry level of NSW and is assigned to a Special Boat Detachment in order to achieve an apprentice level working knowledge of the SB rating. SBs assume accountability for at least one department at the Detachment level. Departments include Communications & Electronics, Transportation & Logistics, Ordnance, Engineering, Tactical Medicine, Mobility, Intelligence, and Navigation. As the department representative, SBs are responsible for ensuring their Detachment is adequately equipped, trained and operationally functional in their respective area. The SB3 becomes familiar with Detachment level Standard Operating Procedures. The SB3 is responsible for assisting in detailed planning for their department for inclusion in the final plan and briefs their section. SBs are knowledgeable in the transportation, operation, and preventive and corrective maintenance of their craft and associated equipment. During special boat operations, SBs serve as gunners, communicators, navigators, engineers, or other positions, and will be qualified or qualifying as a craft Chief Engineer.

RECOMMENDED BILLET ASSIGNMENTS

1st 5-10 year operational Sea Tour – Special Boat Team

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
SWCC Basic		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
SWCC Basic		
SOFATP (NSW Medic (5392)		
Chief Engineer (Craft)		
SWCC Navigator		
NSW Communicator		
Master Mariner Basic		
NSW Static Line Parachutist		
NSW Free Fall Parachutist		
NSW Parachute Rigger		
Explosives/Ammunition HAZMAT Driver		
Forklift License		
Prime Mover License		
Maintenance and Material Management (3M) 301		
3M 302		
Petty Officer of the Watch (Command Specific)		
CMS User		
Outboard Engine Mechanic		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SB-Special Warfare Boat Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	Federal Communications Commission (FCC)	Marine Radio Operator Permit (MP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	National Private Truck Council (NPTC)	Certified Transportation Professional (CTP)	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National First Class Pilot	
E4	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E7	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Master 200 NC	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E6	United States Coast Guard (USCG)	National Mate 500/1600 OC	
E6	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SB-Special Warfare Boat Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SB-Special Warfare Boat Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Logisticians
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Motorboat Operators
Sailors and Marine Oilers

Occupation (Federal Employer)
0132 - Intelligence Series
1361 - Navigational Information Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic
9901 - (Miscellaneous jobs not covered by specific occupational codes)
9957 - Engine Utilityman

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Accept Orders [REDACTED]	Screening [REDACTED]
Exception Family Member [REDACTED]	Exception Family Member [REDACTED]	Medical/Dental [REDACTED]	Reverse Sponsor [REDACTED]	Obligate [REDACTED]
MNA [REDACTED]	MNA [REDACTED]	MNA [REDACTED]	Relocation (FFSC) [REDACTED]	Bonus [REDACTED]
Mil to Mil [REDACTED]	Eval [REDACTED]	SRB [REDACTED]	SRB [REDACTED]	
Family Care Plan [REDACTED]				
Continuous Overseas Tours (COT) [REDACTED]				
Overseas Tour Extension Incentive Program (OTEIP) [REDACTED]				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [REDACTED] (verify account access)	MNA [REDACTED] (extend in current field)	MNA [REDACTED] (apply for billets)	MNA [REDACTED] (apply for billets)	Sign Eval [REDACTED]
Family Care Plan [REDACTED]		Start Eval [REDACTED]		
Mil to Mil [REDACTED]		Reverse Sponsor [REDACTED]		
		Incentives/EOS opportunities [REDACTED]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [REDACTED]	MED/DEN [REDACTED]	Copy of Records [REDACTED]	Copy of Records [REDACTED]
Complete DD 2648 [REDACTED]	Relocation [REDACTED]	Official Record CD [REDACTED]	PSD [REDACTED]
Transition Planning [REDACTED]	Relocation Services (FFSC) [REDACTED]	Arrange Ceremony [REDACTED]	MED/DEN [REDACTED]
Annual Statement of Service History (ASOSH) [REDACTED] Reserve Only	Reserve Affiliation [REDACTED]	Request Leave / PTDY [REDACTED]	DD 214* [REDACTED]
	VA/DVA [REDACTED]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Force Development Course (FDC)	Virginia Beach, VA		1 week	

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Killer Angels <i>by Michael Shaara</i>	
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
A Commitment to Valor <i>by Rod Cragg</i>	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Boat Operator Petty Officer Second Class (Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Special Warfare Preparatory Course	Recruit Training Command, Great Lakes, IL	K-431-0350	8 weeks	
Basic Crewman Selection (BCS) ¹	Coronado, CA	K060-0030	7 weeks	
Special Warfare Combatant Craft Crewman Orientation ¹	Coronado, CA	K-060-0010	3 weeks	
NSW Basic Crewman Training (BCT) ¹	Coronado, CA	K-062-0024	7 weeks	
NSW Crewman Qualification Training (CQT) ^{1 2}	Coronado, CA	K-060-0032	17 weeks	
(Course below is integrated into 17 week CQT COI)				
NSW SERE ¹	Coronado, CA	K-431-0400	3 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - The SB rating and warfare device is assigned at the completion of Crewman Qualification Training, K-060-0032. SB's must complete all the above training in order to be awarded PNEC O52A, the SWCC enlisted warfare qualification, and assignment to a Special Boat Team.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Instructor Qualification Course (IQC) (805A) ^{1 2}	Coronado, CA	K-431-0300	3 weeks	
Basic Swimming and Water Survival Instructor (808A) ^{1 2}	Pensacola, FL	A-012-1014	2 weeks	
NSW Intelligence Course ^{1 2}	San Diego, CA Virginia Beach, VA	A-243-0012	4 weeks	
Static Line Jump Master (SLJM) ^{1 2}	Coronado, CA Little Creek, VA	K-431-0084	3 weeks	
NSW Helicopter Rope Suspension Training (HRST) Master Course ^{1 2}	Coronado, CA Little Creek, VA	K-431-0131	2 weeks	
NSW Helicopter Rope Suspension Techniques/Cast (HRST/C) Master ^{1 2}	Coronado, CA Little Creek, VA	K-431-0132	2 weeks	
Sling Load Inspector Certification (SLIC) ^{1 2}	Ft. Lee, VA	860-F4	1 week	
Air Deployment Load Planner ^{1 2}	Various, Air Force	8C-S135	3 weeks	
Naval Strike and Air Warfare Joint Terminal Attack Controller (JTAC) (5304) ^{1 2}	Fallon, NV	S-250-0500	2 weeks	
NSW Range Operations Safety (ROS) ^{1 2}	Coronado, CA / Little Creek, VA	K-431-0100	1 week	
Small Arms Marksmanship Instructor (SAMI) (717B) ^{1 2}	Various Locations	A-041-0148	19 days	
Remote Operated Small Arms Mount Course (ROSAM) ^{1 2}	Crane, IN	Various	1 week	
Transportation of Hazardous Materials ^{1 2}	San Diego, CA Norfolk, VA	A-822-0012	2 weeks	
American Sailing Association ^{1 2}	Various	ASA 104-106	2-4 weeks	
Chapman Powerboat Certification ^{1 2}	Various	CPC 3000	1 week	
UAS Operator ^{1 3}	Various	Various	2 weeks	
Operator Advance (Sensitive Site Exploitation) ¹	FT Bragg, NC	2E-F258/011-F98	3 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g. Air Operations, Weapons/Ordnance, Engineering, Navigation, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

3 - Various Different Platforms.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
5304 - Naval Strike and Air Warfare Joint Terminal Attack Controller (JTAC) ¹	Fallon, NV	S-250-0500	2 weeks	
808A - Basic Swimming and Water Survival Instructor ¹	Pensacola, FL	A-012-1014	2 weeks	
717B - Small Arms Marksmanship Instructor (SAMI) ¹	Various Locations	A-041-0148	19 days	
805A - NSW Instructor Qualification Course (IQC) ¹	Coronado, CA	K-431-0300	3 weeks	
8MTS - Master Training Specialist ¹	Various Locations	OJT		

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The SB2 provides leadership, mentorship and training to junior personnel. The SB2 provides reports and accountability with regard to the readiness of their department at the detachment level. The SB2 is an expert in more than one department. The SB2 plans and executes operations at the department and detachment level in support of operations. SB2s are qualified or qualifying as Boat Captain (BC), (SWCC SENIOR) of a Naval Special Warfare Combatant Craft. SB2s also are working towards the Boat Crew Leader (BCL) position which leads, instructs and briefs their boat crew to prepare them to execute NSW missions. SB2s provide unique input, to be assembled into the final mission plan. An SB2 serves as department representative for Communications, Weapons, Intelligence, Navigation, Medical, Load Planning, Engineering, or Mobility departments. Operationally, the SB2 serves in various craft positions. The Boat Captain is completely responsible for the combat readiness of their craft and crew. Serving in this capacity, an SB2 has weapons release authority, a responsibility normally reserved for senior line officers. As a qualified 3M Work Center/Group Supervisor, they are responsible for properly documenting all craft repairs, maintenance and supply requirements. An experienced SB2 may serve in Special Boat Team training departments and conduct high risk training.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: Special Boat Team

Training Tour: Instructor Basic Training Command (BTC), DET Stennis.

Screen for Special Programs (DEVGRU, NPT)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced: <input type="text"/>		Eligible Advancement Date: <input type="text"/> Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>		Security Clearance Level: <input type="text"/> Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
SWCC Senior		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
SWCC Senior		
Boat Captain (Craft)		
NSW High-Risk Training Instructor (9502)		
Advanced Special Operations Lvl II		
NSW Intelligence Course		
Static Line Jumpmaster		
HRST/C Master		
Transportation of Hazardous Materials		
UAV/UAS Operator		
Range Safety Officer (RSO)(Dynamic/Dynamic Waterborne/Static/Ground Mobility/Sub-Caliber Marking)		
JTAC		
Master Training Specialist (MTS)		
Master Mariner Intermediate		
Maintenance and Material Management (3M) 303		
Special Operations Mission Planning Environment-Maritime (SOMP-E)		
Load Planner		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SB-Special Warfare Boat Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	Federal Communications Commission (FCC)	Marine Radio Operator Permit (MP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	National Private Truck Council (NPTC)	Certified Transportation Professional (CTP)	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National First Class Pilot	
E4	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E7	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Master 200 NC	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E6	United States Coast Guard (USCG)	National Mate 500/1600 OC	
E6	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SB-Special Warfare Boat Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SB-Special Warfare Boat Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Logisticians
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Motorboat Operators
Sailors and Marine Oilers

Occupation (Federal Employer)
0132 - Intelligence Series
1361 - Navigational Information Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic
9901 - (Miscellaneous jobs not covered by specific occupational codes)
9957 - Engine Utilityman

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Accept Orders [REDACTED]	Screening [REDACTED]
Exception Family Member [REDACTED]	Exception Family Member [REDACTED]	Medical/Dental [REDACTED]	Reverse Sponsor [REDACTED]	Obligate [REDACTED]
MNA [REDACTED]	MNA [REDACTED]	MNA [REDACTED]	Relocation (FFSC) [REDACTED]	Bonus [REDACTED]
Mil to Mil [REDACTED]	Eval [REDACTED]	SRB [REDACTED]	SRB [REDACTED]	
Family Care Plan [REDACTED]				
Continuous Overseas Tours (COT) [REDACTED]				
Overseas Tour Extension Incentive Program (OTEIP) [REDACTED]				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [REDACTED] (verify account access)	MNA [REDACTED] (extend in current field)	MNA [REDACTED] (apply for billets)	MNA [REDACTED] (apply for billets)	Sign Eval [REDACTED]
Family Care Plan [REDACTED]		Start Eval [REDACTED]		
Mil to Mil [REDACTED]		Reverse Sponsor [REDACTED]		
		Incentives/EOS opportunities [REDACTED]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [REDACTED]	MED/DEN [REDACTED]	Copy of Records [REDACTED]	Copy of Records [REDACTED]
Complete DD 2648 [REDACTED]	Relocation [REDACTED]	Official Record CD [REDACTED]	PSD [REDACTED]
Transition Planning [REDACTED]	Relocation Services (FFSC) [REDACTED]	Arrange Ceremony [REDACTED]	MED/DEN [REDACTED]
Annual Statement of Service History (ASOSH) [REDACTED] Reserve Only	Reserve Affiliation [REDACTED]	Request Leave / PTDY [REDACTED]	DD 214* [REDACTED]
	VA/DVA [REDACTED]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Development Course (LDC)	Virginia Beach, VA		1 week	

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Killer Angels <i>by Michael Shaara</i>	
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
A Commitment to Valor <i>by Rod Cragg</i>	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Boat Operator Petty Officer First Class (Journeyman/Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
USCG Captain's License COL, Master up to 100 GT ¹	Various	Various	2 weeks	
Administrative Laser Systems Safety Officer Course ^{1 2}	San Diego, CA Little Creek, VA	A-493-0067	1 week	
Military Free Fall Jump Master (MFF/JM) ^{1 2}	Yuma, AZ	2E-F5G/011-F15	4 weeks	
Air Drop Load Inspector ^{1 2}	Fort Lee, VA	K-860-0010, 4N-F3/860-F1	1 week	
SpecOps Mission Planning Environment (SOMPE-MARITIME) ^{1 2}	San Diego, CA	Various	2 weeks	
Signature 103 ¹	Various		1 day	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - A variety of NSW, civilian, Joint and other service courses and training are available based on duty and department assignment, e.g., Air Operations, Weapons/Ordnance, Engineering, Navigation, Medical, CBRND, Communications, Intelligence, Ground Mobility, Maintenance and Logistics.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
790A - Master Naval Parachutist ¹	Various	Various		
823A - Joint Terminal Attack Controller Instructor (JTAC-I) ¹	Various	Various		
8MTS - Master Training Specialist ¹	Various Locations	OJT		
NSW Milestone NEC (Below NEC)				
O52L - Team Lead Petty Officer (LPO) ^{1 2}	Various			

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - The O52L NEC is awarded only after the successful completion of the leadership milestone tour as per the Career Path Document.

JOB DESCRIPTION

The SB1 serves primarily as a Combatant Craft Detachment Team Leading Petty Officer (LPO) or Boat Crew Leader (BCL) member of a Special Boat Team or Naval Special Warfare Group Four training detachments, or as an instructor at the Naval Special Warfare Basic Training Command. SB1s may also be assigned a Military Liaison Team Member, Cross Functional Team LPO (CFT LPO) or Troop Lead Navigator at alternate tour commands. As a qualified Combatant Craft Boat Captain the SB1 manages boat crews and support personnel in preparing for and executing NSW operations. Serving in this capacity, they have weapons release authority, a responsibility normally reserved for senior line officers. The SB1 is responsible for the combat readiness of his Detachment craft and crew. As a qualified 3M Division Officer (recommended), they are responsible for properly documenting, reviewing and reporting all Detachment craft repairs, maintenance and supply requirements. The SB1 trains foreign nationals or conducts classroom and practical instruction either at the schoolhouse or during pre-deployment and inter-operative training.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: Special Boat Team, Special Reconnaissance Team, DEVGRU.

Training Tour: Instructor- Basic Training Command (BTC), Advanced, Training Command (ATC), SBT Training Department, NAVSCIATTS, DET Stennis.

Staff Tour: NSW Group HQ, NSW Unit (OCONUS)

Alternate Tour: Recruiter, Navy Parachute Team (NPT), Defense Language Institute student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
SWCC Senior		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Military Freefall Jumpmaster		
NSW Air Ops Trainer		
NSW Air Ops Trainer Examiner		
HRST/C Master Instructor		
Drop Zone Safety Officer		
Air Drop Load Inspector		
USCG 50/100 Ton License		
Laser Range RSO		
JTAC-Instructor		
JTAC-Evaluator		
SWCC STRO COI		
Advanced Special Operations Technician Lvl III		
Master Mariner Advanced		
Maritime External Air System Transport Master (MEATS)		
Maintenance and Material Management (3M)		
3M 304 (Division Officer)		
3M 305 (Dept. Assistant)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SB-Special Warfare Boat Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	Federal Communications Commission (FCC)	Marine Radio Operator Permit (MP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	National Private Truck Council (NPTC)	Certified Transportation Professional (CTP)	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National First Class Pilot	
E4	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E7	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Master 200 NC	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E6	United States Coast Guard (USCG)	National Mate 500/1600 OC	
E6	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SB-Special Warfare Boat Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SB-Special Warfare Boat Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Logisticians
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Motorboat Operators
Sailors and Marine Oilers

Occupation (Federal Employer)
0132 - Intelligence Series
1361 - Navigational Information Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic
9901 - (Miscellaneous jobs not covered by specific occupational codes)
9957 - Engine Utilityman

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NSW Leading Petty Officer Preparatory COI	San Diego, CA / Little Creek, VA	K-431-8001	2 weeks	
JSOU Joint Fundamentals COI	Distance Learning	SOE-2220 / CEP-1	8 weeks	
Development Group Leading Petty Officer Course COI	Virginia Beach	S-011-5000	2 weeks	

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	
CENSEALSWCC Effective Communications COI	Various		2 days	

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilson</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Killer Angels <i>by Michael Shaara</i>	
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
A Commitment to Valor <i>by Rod Cragg</i>	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Boat Operator Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Milestone NEC (Below NEC)				
O52C - Team Lead Chief Petty Officer (LCPO) ^{1 2}	Various			

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - The O52C NEC is awarded only after the successful completion of the leadership milestone tour as per the Career Path Document.

JOB DESCRIPTION

The SBC primarily serves as a Patrol Officer (SWCC MASTER) qualified Detachment Team Chief or Training Phase Chief. An SBC provides operational and administrative leadership and management. The scope of responsibilities includes daily management of mission requirements and personnel, mission planning, and acquisition of support assets. SBCs are responsible for training and equipping Combatant Craft Detachments and supervises detachment high-risk training. They coordinate transportation and deployment of NSW assets and personnel for Naval Special Warfare Boat Troops. SBCs coordinate with Theater Special Operations Command representatives to provide oversight in the planning and execution of operations and exercises. They draft messages and reports, informing leadership of current situations.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: Special Boat Team, Special Reconnaissance Team

Training Tour: Training Phase Chief – Basic Training Command (BTC), Advanced Training Command (ATC), SBT Training Department, NAVSCIATTS, DET Stennis.

Staff Tour: NAVSPECWARCOM, NSW Group HQ, NSW Unit (OCONUS)

Alternate Tour: Recruiter, Navy Parachute Team (NPT), Defense Language Institute student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
SWCC Master		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
SWCC Master		
Patrol Officer		
Joint Warfighter Certificate		
Disaster Preparedness Officer/Specialist		
Maintenance and Material Management (3M)		
(3M) 306 (Dept. Head)		
Master Mariner (Master)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SB-Special Warfare Boat Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	Federal Communications Commission (FCC)	Marine Radio Operator Permit (MP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	National Private Truck Council (NPTC)	Certified Transportation Professional (CTP)	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National First Class Pilot	
E4	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E7	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Master 200 NC	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E6	United States Coast Guard (USCG)	National Mate 500/1600 OC	
E6	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SB-Special Warfare Boat Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SB-Special Warfare Boat Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Logisticians
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Motorboat Operators
Sailors and Marine Oilers

Occupation (Federal Employer)
0132 - Intelligence Series
1361 - Navigational Information Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic
9901 - (Miscellaneous jobs not covered by specific occupational codes)
9957 - Engine Utilityman

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NSW Platoon Leaders COI	San Diego, CA / Little Creek, VA	K-2E-5001	4 weeks	
JSOU Enterprise Management	Distance Learning	SOE-3420 / CEP-2	8 weeks	
NSW Ground Force Commander COI	Coronado, Ca Little Creek, Va	K-431-8002	1 week	
Naval Special Warfare Development Group Team Leader Course	Virginia Beach, VA	S-011-6000	4 weeks	

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	
JSOU Intro to Irregular Warfare Course	Various	SOC2610 / I2WC	3 days	
JSOU Intro to Special Operations Forces	Various	SOC-1210 / ISOF	28 days Distance Learning	

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Killer Angels <i>by Michael Shaara</i>	
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
A Commitment to Valor <i>by Rod Cragg</i>	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Boat Operator Senior Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Milestone NEC (Below NEC)				
O52T - Troop Lead Chief Petty Officer ^{1 2}	Various			

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - The O52T NEC is awarded only after the successful completion of the leadership milestone tour as per the Career Path Document.

JOB DESCRIPTION

The SBCS serves as a Troop LCPO at a Special Boat Team or as the LCPO of the training and operations departments. He possesses extensive Naval Special Warfare operational skills and knowledge. The scope of responsibilities includes managing and supervising high-risk training and exercises, planning and coordinating exercises, developing operational plans, and overseeing combat systems development and testing. They manage and supervise Special Boat Team training cells and are responsible for the scheduling, management and facilitation of training for NSW Boat Detachments. They serve as technical experts for NSW Commanders on combatant craft development and acquisition, and they coordinate operations and develop interoperability between NSW Component Commands as well as Joint Special Operations Forces. They manage NSW theater assets consisting of deployed combatant-craft detachments. The SBCS routinely updates instructions and doctrine for decision makers, and tracks and assists operations department heads in operational and fiscal oversight.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: Special Boat Team, Special Reconnaissance Team

Training Tour: Phase LCPO - Basic Training Command (BTC), Advanced Training Command (ATC), SBT Training Department LCPO, NAVSCIATTS.

Joint & Staff Tour: Theater Special Operations Command, NAVSPECWARCOM, NSW Group HQ, NSW Unit

Alternate Tour: Detailer, Career Specialist Manager (NLEAD), Defense Language Institute student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
SWCC Master		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SB-Special Warfare Boat Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	Federal Communications Commission (FCC)	Marine Radio Operator Permit (MP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	National Private Truck Council (NPTC)	Certified Transportation Professional (CTP)	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National First Class Pilot	
E4	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E7	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Master 200 NC	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E6	United States Coast Guard (USCG)	National Mate 500/1600 OC	
E6	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SB-Special Warfare Boat Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SB-Special Warfare Boat Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Logisticians
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Motorboat Operators
Sailors and Marine Oilers

Occupation (Federal Employer)
0132 - Intelligence Series
1361 - Navigational Information Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic
9901 - (Miscellaneous jobs not covered by specific occupational codes)
9957 - Engine Utilityman

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NSW Ground Force Commander COI	Coronado, Ca Little Creek, Va	K-431-8002	1 week	
NSW Troop Leaders COI	Coronado, Ca Little Creek, Va	K-431-8500	1 week	
JSOU Joint Special Operations Forces Senior Enlisted Academy	Distance Learning / Resident	SOE-3440 / CEP-3	8 months 6 months distance learning / 2 months resident	

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilsenan</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Killer Angels <i>by Michael Shaara</i>	
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
A Commitment to Valor <i>by Rod Cragg</i>	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



Special Warfare Boat Operator Master Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E4-E5 section				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Keystone Course ¹	Suffolk, VA and Washington D.C.			
Senior Enlisted Leadership Course ¹	NJS, Newport, RI	S-500-0017	5 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NSW Milestone NEC (Below NEC)				
O52M - SBT Command Master Chief ^{1 2}	Various			
8CMC - Command Master Chief (CMDCM) ¹	Naval Leadership and Ethics Center	A-570-4500		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - This NEC is awarded upon assignment of SBT Command Master Chief.

JOB DESCRIPTION

The SBCM serves primarily as Command Master Chief, Operations Master Chief, Training Master Chief or Senior Enlisted Advisor (SEA) for an NSW command or as an advisor to Commanders at every level of U.S. Special Operations Command and is the premier enlisted leader, manager, and SWCC Operator. As Operations MCPO they provide critical senior enlisted counsel to the Department Head on all matters related to detachment readiness and operations. Participates in and provides input for all current operations, plans and exercises, and future operations. Responsible for coordinating requirements with departments to ensure Special Boat Teams and detachments are properly organized, trained, equipped. Coordinates logistical support and arranges transportation assets for the deployment of Special Boat Detachments and Naval Special Warfare Troops. The Training MCPO manages and supervises training of NSW Combatant Craft Detachments. Supervises all high-risk training and exercises, coordinates joint force assets to prepare Detachments for theater deployment and ensures interoperability between NSW troop forces. The SBCM liaises with high level military, government officials and other government agencies, providing oversight in planning and execution of NSW and Joint missions, operations and exercises.

RECOMMENDED BILLET ASSIGNMENTS

Operational Tour: Special Boat Team

Training Tour: Senior Enlisted Advisor - Basic Training Command (BTC), NAVSCIATTS.

Staff Tour: NAVSPECWARCOM, NSW Group HQ, NSW Recruiting Directorate.

Alternate Tour: Career Specialist Manager (NLEAD), Defense Language Institute student (DLI)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
SWCC Master		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the SB-Special Warfare Boat Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	Federal Communications Commission (FCC)	Marine Radio Operator Permit (MP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	National Private Truck Council (NPTC)	Certified Transportation Professional (CTP)	
E4	National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E6	United States Coast Guard (USCG)	National First Class Pilot	
E4	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E7	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Master 200 NC	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E6	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E6	United States Coast Guard (USCG)	National Mate 500/1600 OC	
E6	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the SB-Special Warfare Boat Operator rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the SB-Special Warfare Boat Operator Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronics Repairers, Commercial and Industrial Equipment
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Logisticians
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Motorboat Operators
Sailors and Marine Oilers

Occupation (Federal Employer)
0132 - Intelligence Series
1361 - Navigational Information Series
5782 - Ship Operating
5784 - Riverboat Operating
5786 - Small Craft Operating
6502 - Explosives Operating
6610 - Small Arms Repairing
6656 - Special Weapons Systems Mechanic
9901 - (Miscellaneous jobs not covered by specific occupational codes)
9957 - Engine Utilityman

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Summit	Distance Learning / Resident	SOE-4440 / CEP-4	3 months 2 months distance learning / 3 weeks resident	
NSW Command Leaders Seminar COI	Coronado, Ca		1 week	

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders ⁴	TWMS		1 hour	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
JSOU Special Operations Planning Course	Various	SOC 3625 / SOPC	10 days	

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Special Operations Forces Reference Manual, USSOCOM (current edition)	
Brown Water, Black Berets <i>by Thomas J. Cutler</i>	
The Brown Water Navy <i>by Col. Victor Croizant, USMC (Ret)</i>	
U.S. Small Combatants including PT Boats, Subchasers, and the Brown Water Navy <i>by Friedman</i>	
Sheriff of Ramadi <i>by Dick Couch</i>	
Brave Men-Dark Waters <i>by Orr Kelly</i>	
Black Hawk Down <i>by Mark Bowden</i>	
Point Man <i>by Kevin Dockery</i>	
SPEC OPS – Case studies in Special Operations Warfare <i>by William H. McRaven</i>	
Three Cups of Tea <i>by Greg Mortenson</i>	
Islam: A Concise Intro <i>by Houston Smith</i>	
Understanding Arabs: A Guide for Modern Times <i>by Margaret Nydell</i>	
Modern Irregular Warfare: In Defense Policy and as a Military Phenomenon <i>by Von der Heydte</i>	
Seven Pillars of Wisdom: A Triumph <i>by T.E. Lawrence</i>	
The Sling and the Stone <i>by Thomas X. Hammes</i>	
Tactics of the Crescent Moon <i>by John Poole</i>	
Recognizing Islam: Religion and Society in the Modern Middle East <i>by Michael Gilson</i>	
White-Jacket: or, The World in a Man-of-War <i>by Herman Melville</i>	
Counterinsurgency Warfare <i>by David Galula</i>	
The Soldier's Load and the Mobility of a Nation <i>by Colonel S.L.A. Marshall</i>	
We Were Soldiers Once and Young <i>by Moore and Galloway</i>	
Killer Angels <i>by Michael Shaara</i>	
Small Unit Leadership – A Common Sense Approach <i>by Col. Dandridge M. Molone, USA (Ret)</i>	
A Most Fortunate Ship <i>by Tyrone G. Martin</i>	
The U.S. Army * Marine Corps Counterinsurgency Field Manual: U.S. Army Field Manual 3-24, U.S. Marine Corps	
Warfighting Publication 3-33.5	
A Commitment to Valor <i>by Rod Cragg</i>	
BOYD, The Fighter Pilot Who Changed the Art of War <i>by Robert Coram</i>	
The Last Hundred Yards <i>by H. John Poole</i>	
The Speed of Trust <i>by Franklin Covey</i>	
Learning to Think Strategically <i>by Julia Sloan</i>	
The Watchman's Rattle: Thinking Our Way Out of Extinction <i>by Rebecca Costa</i>	
Linked: How Everything is Connected to Everything Else and What it Means for Business, Science, and Everyday Life <i>by Albert-Laslo Barabasi</i>	
Start with Way: How Great Leaders Inspire Everyone to Take Action <i>by Simon Sinek</i>	
Good to Great: Why Some Companies Make the Leap...and Others Don't <i>by Jim Collins</i>	
Complexity: The Emerging Science at the Edge of Chaos <i>by Michael Waldrop</i>	
Team of Rivals <i>by Doris Kearns Goodwin</i>	
Execution: The Discipline of Getting Things Done <i>by Larry Bossidy</i>	
Insurgency, Terrorism, and Crime: Shadows from the Past and Portents for the Future <i>by Max G. Manwaring</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Special Warfare Boat Operator Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR SB

Recommended Associates' degrees for the Seaman
AA in Liberal Arts
AA in Business Administration or Management
AA in Applied Management
AA in Applied Science or Technology

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR SB

Recommended Bachelors/Masters degrees for the Seaman
BA in Criminal Justice with specialization in Homeland Security
BA in Business Administration with specialization in International Business
BS in Organizational Leadership
BS in Criminal Justice
BS in Strategic Studies and Defense Analysis
BS in Cyber Security
MS in Strategic Leadership
MS in Information and Security Assurance
MBA in Business Administration
MDY in Diplomacy
MCE in Civil Engineering
MSN in Nursing
MMH in Military History
MAH in Arts and History
MSL in Science of Leadership
MPA in Public Administration

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

	Florida Community College NCPDLP ROADMAP	
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A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795
Email: military@fccj.edu

FAX: 904-632-5073

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2